



### Coronavirus Risk Assessment for using the Sacred Heart Wimbledon Parish Halls

1. Community facilities, such as the parish halls, may re-open for any activity permitted by legislation, subject to certain conditions. In order to re-open a space (including the grounds/ green spaces), parishes are required to carry out a risk assessment and put in place the necessary measures to make the space COVID-19 secure, including identifying its capacity limit for maintaining social distancing. This will vary depending on how a space is set up (eg tables will reduce capacity). Following the introduction of the “rule of six” on 14 September, COVID-19 secure venues can still host larger numbers in total but groups of up to six must not mix or form larger groups except in the case of certain exemptions specified in the Government guidance.
2. At present, the Parish is proposing to re-open the Lower Hall and the Lounge on a limited basis, according to the availability of the Parish Caretaker to carry out enhanced cleaning between uses. The Upper Hall will generally be reserved for use as overspill seating for masses. Kitchens will be re-opened gradually, beginning with facilities to provide limited refreshments only.
3. Users and hirers of the halls have responsibility for managing risks arising from their own activities when they have control of premises. They should:
  - Comply with any Government guidance relevant to their specific activity (for example, performing arts <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>, children’s activities <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak> , youth activities <https://nya.org.uk/guidance/>)
  - Meet the Parish’s requirements, as set out in this Risk Assessment and Checklist for Users of the Halls; and
  - undertake their own Risk Assessment, which should be submitted to [george@sacredheartwimbledon.org.uk](mailto:george@sacredheartwimbledon.org.uk) for review and approval by Canon John.
4. The Government has announced a number of essential measures to make a space COVID-19 secure and reduce the spread of infection, including the following requirements:
  - people who are ill should stay at home;
  - people must not mingle in a group of more than six people (other than those they live with or have formed a support bubble with);
  - people should continue to avoid close contact and remain socially distant from anyone they do not live with or who is not in their support bubble -by maintaining social distancing of 2 metres (or 1 metre with risk mitigation, where 2 metres is not viable);
  - robust hand and respiratory hygiene;
  - wearing face coverings;
  - enhanced cleaning arrangements (Government guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> ) ; and
  - active engagement with NHS Test and Trace.
5. The Government continues to recommend that where meetings can take place digitally, without the need for face-to-face contact, they should continue to do so.
6. The Archdiocese of Southwark requires the Parish to submit its Risk Assessment to the Archdiocese (using this template) and review it on a weekly basis to ensure ongoing compliance with Government guidance.



Coronavirus Risk Assessment							
<b>Parish:</b> Sacred Heart Wimbledon		<b>Date Assessed:</b>			<b>Assessed by:</b> George McLennan		
<b>Task/Activity:</b> Meetings in Parish halls, children's groups and use of Parish hall		<b>Review Frequency:</b> Weekly to ensure assessment is still relevant to the activities undertaken in the Parish halls and reflects latest Government guidance.			<b>Reference:</b> COVID- 19 Risk Assessment		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Holding meetings/ children's activities/ use of the hall	Contact with persons suffering from coronavirus	Attendees Employees Contractors Visitors	<p>Social distancing of a minimum of 2 metres between households.</p> <p>Face coverings are required by law to be worn in community facilities. On arrival everyone over the age of 11 will be required to wear a face covering and keep it on unless they have a health or disability reason to not wear one.</p> <p>On entering and leaving, everyone will be asked to use hand sanitiser.</p> <p>Event organisers will be required to clean premises thoroughly before and after event with emphasis on high contact areas i.e. door handles, toilets, kitchens, worktops, light switches, etc</p> <p>The Parish Caretaker will also instigate an enhanced cleaning regime. As a minimum, frequently touched services will be wiped down every day that the premises are in use.</p> <p>If a confirmed diagnosis of COVID-19 has been received or reported, all surfaces that the person has come into significant contact with must be cleaned</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><b>Community facilities:</b> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></p> <p><b>Cleaning:</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><b>Green spaces:</b> <a href="https://www.gov.uk/guidance/safe-r-public-places-urban-centres-and-green-spaces-covid-19">https://www.gov.uk/guidance/safe-r-public-places-urban-centres-and-green-spaces-covid-19</a></p>



			<p>again, including, all high-contact areas such as toilets, kitchens, door handles, chairs, tables etc.</p> <p>If a person becomes ill in a shared space, these should be cleaned by following current <a href="#">guidance</a>.</p> <p>The Parish will take steps to avoid people needing to unduly raise their voices – including, but not limited to, refraining from playing loud music or broadcasts that make normal conversation difficult. This is because of the potential for increased risk of transmission.</p> <p>Certain groups of people are at increased risk of severe disease from COVID-19, including all people aged 70 and over. Such individuals are advised to stay at home as much as possible, and if they do go out, to take particular care to minimise contact with others outside of their household. Particular provisions may need to be considered for these groups.</p>				<p><b>Local restrictions:</b> If there is a local COVID-19 outbreak, local restrictions may be imposed and different guidance and legislation will apply. Please consult the <a href="#">local restrictions guidance</a> to see if any restrictions are in place.</p> <p><b>Rule of six:</b> there are exceptions where groups can be larger than 6 people, including:</p> <ul style="list-style-type: none"> <li>• for work, or the provision of voluntary or charitable services;</li> <li>• supervised activities provided for children;</li> <li>• weddings ceremonies and receptions, funerals (but not wakes), other life cycle ceremonies - up to 30 people;</li> <li>• formally organised support groups.</li> </ul> <p>Further info on exemptions:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing">https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</a></p>
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<p>Holding meetings/ children's activities/ use of the hall</p>	<p>Contact with coronavirus leading to infection causing illness – by not maintaining social distancing</p>	<p>Attendees Employees Contractors Visitors</p>	<p>The Parish will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from activities and whilst in the hall areas.</p> <p>Signage installed within the building to remind occupants to maintain two metre distance at all times</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will take all the mitigating actions possible to reduce the risk of transmission between persons.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Increasing the frequency of handwashing and surface cleaning;</li> <li>• Touch points cleaned frequently (door handles, lift buttons, kitchen areas, used offices etc.)</li> <li>• Reducing numbers within the hall areas sufficiently to assist in maintaining two metre distances at all times</li> </ul>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Numbers within the hall areas to be reviewed on an ongoing basis and the assessment will be updated accordingly.</p> <p>Staggered arrival and departure times will be considered as numbers increase to reduce crowding into and out of the workplace.</p>
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<p>Holding meetings/ children’s activities/ use of the hall</p>	<p>Contact with persons suffering from coronavirus – moving around building leading to cross infection</p>	<p>Attendees Employees Contractors Visitors</p>	<p>We will aim to reduce congestion, for example by having more entry points to the hall areas.</p> <ul style="list-style-type: none"> <li>• The Parish will use markings and introduce one-way flow at entry and exit points. (particularly at the entrance – barrier signage on door)</li> <li>• The Parish will provide hand sanitiser at entry and exit points</li> <li>• The Parish will open windows and doors frequently to encourage ventilation, where possible.</li> </ul> <p>The Parish will look to reduce contact with others by:</p> <ul style="list-style-type: none"> <li>• Reducing movement by discouraging non-essential trips</li> <li>• Restricting access between different areas of a building or site.</li> <li>• Lifts if fitted only to be used by one person at any one time.</li> <li>• Making sure that people with disabilities are able to access lifts safely.</li> </ul>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Consideration of Introducing more one-way flow through the buildings.</p> <p>As numbers increase we will consider using floor tape or paint to mark areas to help occupants keep to a two-metre distance.</p>
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<p>Holding meetings/ children's activities/ use of the hall</p>	<p>Contact with persons suffering from coronavirus – visitors and contractors</p>	<p>Attendees Employees Contractors Visitors</p>	<p>The Parish will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> <li>• Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>• Providing regular reminders and signage to maintain personal hygiene standards.</li> <li>• Providing hand sanitiser in multiple locations throughout the buildings, including on entry to toilets.</li> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>• Introduction of enhanced cleaning for busy areas.</li> <li>• Introduction of enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> </ul>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Encouraging use of disposable hand towels as opposed to hand driers.</p>
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<p>Holding meetings/ children's activities/ use of the hall</p>	<p>Contracting and spreading of infection</p>	<p>Attendees Employees Contractors Visitors</p>	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Persons worried about symptoms should use the <a href="#">NHS 111 system</a></p> <p>The Parish will require all users or hirers of the halls to keep a temporary record of attendees for 21 days, and to assist NHS Test and Trace with requests for that data if needed. Proforma will be provided covering the following info:</p> <ul style="list-style-type: none"> <li>- name (or name of the 'lead member' of a household group and the number of people in the group);</li> <li>- contact phone number;</li> <li>- date of visit;</li> <li>- arrival time and,</li> <li>- where possible, departure time.</li> </ul> <p>The Parish will display official NHS QR codes in each venue</p>	<p>5</p>	<p>2</p>	<p>10</p>	
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<p>Using the kitchen</p>	<p>Contact with persons suffering from coronavirus – by not maintaining social distancing</p>	<p>Employees  Attendees</p>	<p>Kitchens will be re-opened gradually, beginning with facilities to provide limited refreshments only (ie the use of a kettle/hot water urn, cups, sinks and waste bins). The following controls will be put in place:</p> <p>2m markers will be placed on the floor.</p> <p>Maximum of two people in Upper and Lower Hall kitchens; one person in the Lounge kitchen. No children.</p> <p>One-way system through the Upper Hall kitchen.</p> <p>Face coverings to be worn.</p> <p>Reducing clutter, removing or cordoning off difficult to clean items.</p> <p>Washing hands before and after handling plates, cutlery and equipment such as the kettle/ tea urn.</p> <p>Anyone handling food and drinks should wash their hands often with soap and water.</p> <p>Crockery and eating utensils should not be shared.</p> <p>Event organisers will be required to clean premises thoroughly before and after event with emphasis on high contact areas i.e. kettle, hot-water urn, door handles, toilets, kitchens, worktops, light switches, bins, etc</p> <p>The Parish Caretaker will also instigate an enhanced cleaning regime. As a minimum, frequently touched services will be wiped down every day that the premises are in use.</p>				
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**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost Parish)
4. High (major injury / damage, lost time Parish interruption, disablement)
5. Very High (fatality / Parish closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

**Weekly Review Checklist**



Action	Yes	Confirmed by	Comments
Parish have reviewed the updated guidance from the government			
Reviewed and update the risk assessment to incorporate any changes to the guidance			
Ensured sufficient stocks of soap, hand sanitiser, disinfectant and other cleaning products are available			
Identified and implemented any new recommended control measures			
As numbers increase within the premises & hall areas, review the risk assessment and social distancing procedures			
Signage recommended has been installed where necessary			
Procedures arising from the reviewed risk assessment to be communicated to all attendees/employees			